



November 2013

Guidelines for Solicitation and Selling on DCS Property

Step 1: Ask Permission

The school year is in midterm and the holidays are approaching. There are many appeals to DCS workers to contribute to charity and to help with school and youth organization fund raisers.

The [DCS Code of Conduct](#) provides guidelines for solicitation and selling on agency property. This article, and the following series in later editions, will examine and explain these responsibilities.

The first step is to seek permission. DCS employees will follow the “chain of command” by first asking their immediate supervisor for permission to sell or solicit, and if your immediate supervisor has any concerns he or she can escalate the question on up the chain.

The employee should be prepared to identify the charity or not-for-profit (NPO) organization. Girl Scouts of America and schools are cited in the Code of Conduct as examples of charities where employees could be allowed to passively sell and solicit on agency property, if permission is granted.

DCS employees should be prepared to describe the solicitation activities they are planning to carry out. Such activities may include posting a sign-up sheet to sell nominal items (e.g. candy bars, pizzas, stationery, subscriptions to magazines, or cookies); having co-workers examining sales catalogues and complete order sheets; and coordinating delivering of goods and payment collection. If approved, all such activities must take place before/after work or during approved break times.

Information provided to the supervisor will help in the determination of granting or not granting permission. Permission to solicit or sell will have conditions, such as time, non disruption of work and security. Each request is considered on a case-by-case basis. Because we all have the responsibility to be aware of, and follow, the ethics rules and the DCS Code of Conduct, every employee who wishes to sell or solicit must request and receive approval prior to engaging in any such activities.

(More)

This is the first in a series of articles dealing with various solicitation scenarios. Future articles are planned that will examine more about this topic. The [DCS Code of Conduct](#) is published on the DCS Internet. Section “M” of this code explains the rules for solicitation and selling on agency property. You should review this section of the Code of Conduct before asking your supervisor for permission to solicit.

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